

Local ABC System  
Compensation and Benefits Survey  
Please Return on or before December 1, 2009  
To Laurie Lee, NC ABC Commission  
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System MT Army ABC #131

ABC Employees

1. How many employees does your ABC system have? full-time 5 part-time \_\_\_\_\_ other \_\_\_\_\_

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME Betty Hamm TITLE Mgr/Supv.  
SALARY \$ 39,322.00 BONUS \$ \_\_\_\_\_ BENEFITS Yes ☒ No ☐ HIRE DATE 9-11-06

NAME Dwight Jessup TITLE Asst. Supv  
SALARY \$ 36,493.00 BONUS \$ \_\_\_\_\_ BENEFITS Yes ☒ No ☐ HIRE DATE 9-1-88

NAME Paula Jones TITLE Clerk  
SALARY \$ 27,498.00 BONUS \$ \_\_\_\_\_ BENEFITS Yes ☒ No ☐ HIRE DATE 3-20-00

NAME Scott Hall TITLE Clerk  
SALARY \$ 25,919.00 BONUS \$ \_\_\_\_\_ BENEFITS Yes ☒ No ☐ HIRE DATE 8-18-97

NAME Patsy Hall TITLE Clerk  
SALARY \$ 24,178.00 BONUS \$ \_\_\_\_\_ BENEFITS Yes ☒ No ☐ HIRE DATE 9-30-04

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME Betty Hamm TITLE Mgr/Supv.  
SALARY \$ 36,750.00 BONUS \$ \_\_\_\_\_ BENEFITS Yes ☒ No ☐ HIRE DATE 9-11-06

NAME Dwight Jessup TITLE Asst Mgr.  
SALARY \$ 35,430.00 BONUS \$ \_\_\_\_\_ BENEFITS Yes ☒ No ☐ HIRE DATE 9-1-88

NAME Paula Jones TITLE Clerk  
SALARY \$ 26,697.00 BONUS \$ \_\_\_\_\_ BENEFITS Yes ☒ No ☐ HIRE DATE 3-20-00

NAME Scott Hall TITLE Clerk  
SALARY \$ 24,685.00 BONUS \$ \_\_\_\_\_ BENEFITS Yes ☒ No ☐ HIRE DATE 8-18-97

NAME Patsy Hall TITLE Clerk  
SALARY \$ 23,027.00 BONUS \$ \_\_\_\_\_ BENEFITS Yes ☒ No ☐ HIRE DATE 9-30-04

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME Betty Hamm TITLE Supv/Mgr  
SALARY \$ 35,000.00 BONUS \$ \_\_\_\_\_ BENEFITS Yes ☒ No ☐ HIRE DATE 9-11-06

NAME Dwight Jessup TITLE Asst Supv.  
SALARY \$ 34,398.00 BONUS \$ \_\_\_\_\_ BENEFITS Yes ☒ No ☐ HIRE DATE 9-1-88

Local ABC System  
Compensation and Benefits Survey  
Please Return on or before December 1, 2009  
To Laurie Lee, NC ABC Commission  
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System MOORESVILLE

ABC Employees

1. How many employees does your ABC system have? full-time 4 part-time 26  
other   

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME MIKE DEATON TITLE GENERAL MANAGER  
SALARY\$ 70599.62 BONUS \$ 4000.00 BENEFITS Yes ☒ No ☐ HIRE DATE 3/1/01

NAME IRVIN WALLS TITLE ASSISTANT GENERAL MANAGER  
SALARY\$ 55555.50 BONUS \$ 3000.00 BENEFITS Yes ☒ No ☐ HIRE DATE 4/10/95

NAME KIM FOX TITLE STORE MANAGER  
SALARY\$ 39951.34 BONUS \$ 2000.00 BENEFITS Yes ☒ No ☐ HIRE DATE 4/1/00

NAME SCOTT CORRELL TITLE STORE MANAGER  
SALARY\$ 39951.34 BONUS \$ 2000.00 BENEFITS Yes ☒ No ☐ HIRE DATE 9/1/01

NAME N/A TITLE N/A  
SALARY\$    BONUS \$    BENEFITS Yes ☐ No ☐ HIRE DATE   

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME MIKE DEATON TITLE GENERAL MANAGER  
SALARY\$ 69215.38 BONUS \$ 5000.00 BENEFITS Yes ☒ No ☐ HIRE DATE 3/1/01

NAME IRVIN WALLS TITLE ASSISTANT GENERAL MANAGER  
SALARY\$ 54466.10 BONUS \$ 4000.00 BENEFITS Yes ☒ No ☐ HIRE DATE 4/10/95

NAME KIM FOX TITLE STORE MANAGER  
SALARY\$ 39167.96 BONUS \$ 2000.00 BENEFITS Yes ☒ No ☐ HIRE DATE 4/1/00

NAME SCOTT CORRELL TITLE STORE MANAGER  
SALARY\$ 39167.96 BONUS \$ 2000.00 BENEFITS Yes ☒ No ☐ HIRE DATE 9/1/01

NAME N/A TITLE N/A  
SALARY\$    BONUS \$    BENEFITS Yes ☐ No ☐ HIRE DATE   

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME MIKE DEATON TITLE GENERAL MANAGER  
SALARY\$ 65297.44 BONUS \$ 5000.00 BENEFITS Yes ☒ No ☐ HIRE DATE 3/1/01

NAME IRVIN WALLS TITLE ASSISTANT GENERAL MANAGER  
SALARY\$ 51383.02 BONUS \$ 4000.00 BENEFITS Yes ☒ No ☐ HIRE DATE 4/10/95

NAME N/A TITLE N/A  
SALARY\$        BONUS \$        BENEFITS Yes    No    HIRE DATE       

- Fiscal Year 2008  
Mitchell Mack Chairman - 3600.00, Ben Goins, - 2400.00  
Bob Amen 2400.00

Fiscal Year 2007  
Mitchell Mack Chairman - \$3600.00, Ben Goins - \$2400.00  
Bob Amos - \$2400.00

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? 12345.00

Submitted by Name Mike Deaton Title: GENERAL Manager Date: 11/24/09

Town of Mooresville  
**ALCOHOLIC BEVERAGE CONTROL BOARD**  
487 Plaza Drive PO Box 1065 Mooresville, N.C. 28115  
704-663-6152

**Board Members**

Mike Deaton, Chairman  
Gene Brannon  
Darrell Wilson

May 21, 1999

**Manager**  
Steve Shoe

From: Mooresville ABC Board

Subject: Mooresville ABC Board Travel Policy

**General Policy** - The Mooresville ABC Board reimburses employees and Board Members for reasonable and necessary expenses for business travel in direct connection with Mooresville ABC Board business.

**Business Travel** - This includes expenses incurred by an employee or Board Member away from base location for transportation, lodging food, and other items related to business purposes of the trip.

**Mileage** - The miles traveled in personal automobiles are reimbursable at ~~31 1/2 (thirty one and one half cents)~~ per mile while on *49¢/mile* Mooresville ABC Board business.

**Verification Of Expenses** - All expenses are to be verified by the General Manager to determine that expenses are supported by required documentation, I.E.: Receipts for meals, motel bills, etc.

**Approval Of Expenses** - All travel expenses must have Mooresville ABC Board approval before payment.

NEPOTISM

**SECTION 6. LIMITATION ON EMPLOYMENT OF RELATIVES**

- A. No two members of an immediate family shall be employed by the ABC Board if such employment will result in one member supervising the other or in one member occupying a position that has influence over the other's employment, promotion, salary administration, or related management or personnel considerations.
- B. The term immediate family means an employee's wife, husband, mother, father, guardian, son, daughter, brother, sister, grandchild, and grandparent, as well as the various combinations of half, step, in-law, and adopted relationships that can be derived from the family members named herein.
- C. The provisions of this section shall not be retroactive, and no action will be taken concerning members of the same family employed in conflict with Subsection A before the adoption of this policy.

**SECTION 7. TRAVEL EXPENSE AND REIMBURSEMENT**

Periodically, ABC Board employees may be required to use personal vehicles to transfer supplies between from one ABC Store location to another. On such instances, when the General Manager authorizes the action, the employee will receive a ten-dollar (\$10) transfer allowance for the use of their personal vehicle.

**ARTICLE VI. HOLIDAYS AND LEAVE****SECTION 1. PAID HOLIDAYS OBSERVED**

- A. The following holidays and such others as the ABC Board may designate, shall be observed by ABC Board offices and shall be counted as hours worked.

New Year's Day  
Easter Monday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

~~All employees appointed to a permanently established position, and all temporary or part-time employees normally scheduled to work on the day on which the holiday falls, shall receive these holidays with pay.~~

**Local ABC System  
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To Laurie Lee, NC ABC Commission  
4307 Mail Service Center, Raleigh NC, 27689

Name of ABC System MORGANTON

**ABC Employees**

1. How many employees does your ABC system have? full-time 5 part-time 2  
other 1 (RETIRED LAW ENFORCEMENT OFFICER)

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (401(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 - June 30, 2009)

NAME GARRY HARDING TITLE GENERAL MANAGER  
SALARY \$ 57,800.00 BONUS \$ 2264.62 BENEFITS Yes ☒ No ☐ HIRE DATE \_\_\_\_\_

NAME DAVID LEONHARDT TITLE CHIEF CLERK  
SALARY \$ 30740.00 BONUS \$ 584.19 BENEFITS Yes ☒ No ☐ HIRE DATE \_\_\_\_\_

NAME BARBARA MARTIN TITLE CLERK  
SALARY \$ 28900.00 BONUS \$ 852.23 BENEFITS Yes ☒ No ☐ HIRE DATE \_\_\_\_\_

NAME WILMA CARSWELL TITLE CLERK  
SALARY \$ 28900.00 BONUS \$ 852.23 BENEFITS Yes ☒ No ☐ HIRE DATE \_\_\_\_\_

NAME RICKY FORTENBERRY TITLE CLERK  
SALARY \$ 27600.00 BONUS \$ 823.62 BENEFITS Yes ☒ No ☐ HIRE DATE \_\_\_\_\_

Fiscal Year 2008 (July 1, 2007 - June 30, 2008)

NAME GARRY HARDING TITLE GENERAL MANAGER  
SALARY \$ 55,400.00 BONUS \$ 2275.68 BENEFITS Yes ☒ No ☐ HIRE DATE \_\_\_\_\_

NAME DAVID LEONHARDT TITLE CHIEF CLERK  
SALARY \$ 27740.00 BONUS \$ 548.07 BENEFITS Yes ☒ No ☐ HIRE DATE \_\_\_\_\_

NAME BARBARA MARTIN TITLE CLERK  
SALARY \$ 27700.00 BONUS \$ 825.82 BENEFITS Yes ☒ No ☐ HIRE DATE \_\_\_\_\_

NAME WILMA CARSWELL TITLE CLERK  
SALARY \$ 27700.00 BONUS \$ 824.02 BENEFITS Yes ☒ No ☐ HIRE DATE \_\_\_\_\_

NAME RICKY FORTENBERRY TITLE CLERK  
SALARY \$ 27000.00 BONUS \$ 529.19 BENEFITS Yes ☒ No ☐ HIRE DATE \_\_\_\_\_

Fiscal Year 2007 (July 1, 2006 - June 30, 2007)

NAME GARRY HARDING TITLE GENERAL MANAGER  
SALARY \$ 53000.00 BONUS \$ 2064.62 BENEFITS Yes ☒ No ☐ HIRE DATE \_\_\_\_\_

NAME BARBARA MARTIN TITLE CLERK  
SALARY \$ 26500.00 BONUS \$ 774.24 BENEFITS Yes ☒ No ☐ HIRE DATE \_\_\_\_\_

NAME FRED SEAGLE TITLE Chief LAW ENFORCEMENT  
 SALARY \$ 3208.78 BONUS \$ 1718.46 BENEFITS Yes ☐ No ☒ HIRE DATE \_\_\_\_\_

NAME WILMA CASHILL TITLE CLERK  
 SALARY \$ 2650.00 BONUS \$ 774.24 BENEFITS Yes ☒ No ☐ HIRE DATE \_\_\_\_\_

NAME DAVID LEONHARDT TITLE CLERK  
 SALARY \$ 26700.00 BONUS \$ 503.62 BENEFITS Yes ☒ No ☐ HIRE DATE \_\_\_\_\_

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

BILL DAVIS-CHAIRMAN \$1800/YEAR — STEVE GREGORY-V. CHAIR  
\$1200/YEAR — MARK MILLER-SECRETARY \$1200/YEAR

Fiscal Year 2008

BILL DAVIS-CHAIR \$1800/YR — STEVE GREGORY-V. CHAIR \$1200/YR  
ROBERT MCGIMSEY-SECRETARY \$1200/YR

Fiscal Year 2007

BILL DAVIS-CHAIR \$1800/YR — STEVE GREGORY-V. CHAIR \$1200/YR  
ROBERT MCGIMSEY-SECRETARY \$1200/YR

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? \_\_\_\_\_

6. Do your board members receive other compensation for their service Yes ☐ No ☒ If so, what? \_\_\_\_\_

7. Do you have a travel policy for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? \_\_\_\_\_ Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 1989 Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☒ No ☐

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☒ No ☐ POLKA ALLOWS MANAGER

11. Do you have a nepotism policy in place for board members/employees? Yes ☒ No ☐ TO RECEIVE AN OCCASIONAL MEAL PAID BY INDUSTRY REPRESENTATIVES.  
 If yes, when was it instituted? 1989 Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☒ No ☐ If yes, when was it instituted? 1989 Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? \_\_\_\_\_

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? \$5155.12

Submitted by Name Carly Harding Title G.M. Date: 11.23.09

**Morganton ABC Board**

**Benefits received by all Full Time employees:**

1. Health Insurance
2. Earned vacation pay (set by schedule based on years of continuous service)
3. Earned sick leave (all employees earn 8 hours per month)
4. Bonus pay (Percentage of salary, set by schedule based on years of continuous service)



**Section 5. Limitation on Employment of Relatives.** Two members of an immediate family shall not be employed at the same time. Immediate family is defined as wife, husband, mother, father, daughter, son, sister, brother, half-sister, half-brother, stepmother, stepfather, stepdaughter, stepson, stepsister, stepbrother, grandmother, grandfather, granddaughter, grandson, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, and brother-in-law.

**Section 6. Probationary Period.** All trainees shall serve a probationary period of ninety (90) days. Employees serving a probationary period shall receive all benefits provided in accordance with this Resolution with the following exceptions or as otherwise provided:

- (a) The employee may accumulate vacation leave but shall not be permitted to take vacation leave during the probationary period unless the denial of such leave shall create an unusual hardship. Vacation leave may be granted to such employee only with the approval of the Board.
- (b) The employee, if dismissed during the probationary period, shall not be eligible for terminal pay for accumulated vacation leave, nor shall he be entitled to exercise the right to appeal his dismissal.

Before the end of the probationary period, the General Manager shall indicate in writing to the Board:

- (a) that he has discussed with the employee the employee's accomplishments, failures, strengths, and weaknesses,
- (b) whether the employee is performing satisfactory work,
- (c) whether the employee should be given a merit salary increase,
- (d) whether the employee, if a new appointee, should be discharged, or
- (e) whether the employee, if on probation following a promotion, should be reinstated in his former class.

A new appointee may be dismissed at any time during the probationary period if the General Manager determines that the employee is incapable of performing assigned duties satisfactorily.

**Section 7. Reinstatement.** An employee who has been separated because of reduction in force or who has resigned while in good standing shall be credited with his or her previously accrued sick leave if reinstated within five years. If the reinstated employee shall have continued to be a member of the Local Governmental Employees' Retirement System, he or she shall receive full credit for all accrued contributions to the time of his separation.

## TRAVEL POLICY

The purpose of this policy is to establish guidelines for reimbursement of reasonable expenditures incurred during authorized travel on official business of the City of Morganton ABC Board by Board members and/or staff.

Expenses to attend ABC conferences, seminars or other official meetings and other travel on official business will be paid or reimbursed to the attendee. No expenses for an accompanying spouse will be paid.

The Board credit card can be used to pay for eligible expenses. The credit card can not be used for spouse or non-reimbursable expenses. The customer copy of a credit card charge and an itemized expense statement shall be turned in with the expense report.

Reimbursable expenditures will include:

1. Hotel/motel accommodations at the lowest prevailing single room rate
2. Airline travel, at economy class rate, for representative, but not for spouses, and ground transportation from airport to hotel and back
3. Meal costs and tips (not to exceed 15% of the bill)
4. Travel by private vehicle at a rate per mile as periodically approved by the Board
5. Parking and toll fees
6. Necessary taxi fees when private vehicle travel is not reasonable
7. Baggage handling tips
8. One telephone call home per attendee to advise of safe arrival
9. Conference registration fees
10. Telephone calls relating to Board business
11. Miscellaneous costs pertinent to the meeting, to be itemized

If a representative, by choice, stays at a hotel or motel other than the conference site, allowable room expenses shall not exceed the costs at the conference site. Allowable meal expenses at other than the conference site shall not exceed the cost of the group meal at the conference site.

Individuals are responsible for verification of all expenses in excess of \$15.00. An itemized expense report must be submitted no later than ten working days after completion of any travel. Expense reports must be approved by the signatures of two Board members or a board member and the Finance Officer, except that no person shall approve his own expenses.

Non-reimbursable expenditures will include:

1. Hotel room service unless due to illness
2. Entertainment, movies, newspapers, magazines
3. Snacks, refreshments, set-ups
4. Alcoholic beverages
5. Personal telephone calls
6. Barber, shoe shines
7. Health club, sporting activities
8. Purchase of personal items
9. Traffic fines

This Travel Policy is approved by the City of Morganton ABC Board on the 9<sup>th</sup> day of March, 2000.

NAME Paula Jones TITLE Clerk  
 SALARY \$ 23919.00 BONUS \$ \_\_\_\_\_ BENEFITS Yes ☐ No ☐ HIRE DATE 3-20-00

NAME Scott Hall TITLE Clerk  
 SALARY \$ 23850.00 BONUS \$ \_\_\_\_\_ BENEFITS Yes ☐ No ☐ HIRE DATE 8-18-97

NAME Jeff Harvey TITLE Clerk  
 SALARY \$ 21991.00 BONUS \$ \_\_\_\_\_ BENEFITS Yes ☒ No ☐ HIRE DATE 8-4-00

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

J.D. Bartley - \$2400.00 J.T. Palmer \$1200.00  
Dr. Hugh Sutphin \$1200.00

Fiscal Year 2008

J.D. Bartley - \$2400.00 J.T. Palmer \$1,200.00  
Dr. Hugh Sutphin \$1,200.00

Fiscal Year 2007

J.D. Bartley - \$2400.00 J.T. Palmer \$1200.00  
Dr. Hugh Sutphin \$1200.00

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? \_\_\_\_\_

6. Do your board members receive other compensation for their service Yes ☐ No ☒ If so, what? \_\_\_\_\_

7. Do you have a travel policy for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? \_\_\_\_\_ Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? \_\_\_\_\_ Please attach a copy. Do Not have policy but follow Policy of MT Airy City (attached)

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☐ No ☒ Follow MT Airy City

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No ☒

11. Do you have a nepotism policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? \_\_\_\_\_ Please attach a copy. Follow MT Airy City policy (attached)

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☐ No ☐ If yes, when was it instituted? \_\_\_\_\_ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? \_\_\_\_\_

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? \$2138.76

Submitted by Name Billy Hamner Title Mgr/Supv. Date 11/22/09

**Section 4. Employment of Relatives**

Employment of an immediate family member of any member of the Governing Board, City Manager or Department Head shall not be permitted. No person shall be hired or assigned to work under the administrative influence or supervision of an immediate family member. Members of an immediate family shall not be employed at the same time if such employment would result in:

- (a) Operational conflict within the division or department; or
- (b) Any adverse management or personnel considerations.

Immediate family is defined for the purpose of this section as spouse, mother, father, guardian, children, sister, brother, grandparents, grandchildren, aunt, uncle, - plus various combinations of half, step, in-law, and adopted relationships that can be derived from these named.

- (a) It is the obligation of every public official and employee to support the Constitution of the United States and the Constitution of the State of North Carolina.
- (b) The laws of the Nation, State and Municipality shall be impartially administered. No public official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen except by due process of law.
- (c) Every citizen shall receive a fair and impartial hearing on any matter coming before City Council, its appointed agencies or any employee of the City. No public official or employee shall make any promise or pledge to any person concerning any matter to be heard before a public official or employee except upon fair, impartial and final hearing thereof.
- (d) The conduct of public business shall be free of any hidden personal or financial interest of any public official or employee. No public officials or employees shall advocate any public meeting or private discussion on any matter in which they have a personal financial interest except upon full and timely disclosure of the interest.
- (e) It is the obligation of every public official to faithfully discharge the duties of office in the conduct of public business, no public officials shall be excused from voting on matters involving consideration of their own official conduct, or where their financial interests are involved. Public officials shall make full and timely disclosure of any personal or financial interest, which they have in any matter of public business to be transacted before them.
- (f) The conduct of public business shall be free of any influence arising from gifts, favors or special privileges. It is the obligation of every public official and employee to refuse personal gifts, favors or special privileges in every instance where such public official or employee reasonably believes such gift, favor or special privilege would not have been extended but for the position of such public official or employee, or where there exists a reasonable belief that the giver's interests are likely to be affected by the actions of such public official or employee, or where the gift is or may reasonably be considered to be designed to influence the actions of the public official or employee. No public official or employee shall seek personal or financial advantage by means of their public office, appointment or employment.
- (g) The use of public trust for private gain is inimical to good government. No public official or employee shall violate the provisions of North Carolina General Statutes 234. No public official or employee shall use confidential or advance information obtained by virtue of public office, appointment or employment for personal or financial gain.
- (h) It is the obligation of every public official and employee to carry out the lawful orders and policies of the Board of Commissioners. No public official or employee shall knowingly take any action inconsistent with the lawful orders or policies established by the Board of Commissioners. No public official or employee shall knowingly take any action, which would be detrimental to the best interests of the City.

Local ABC System  
Compensation and Benefits Survey  
Please Return on or before December 1, 2009  
To Laurie Lee, NC ABC Commission  
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System MT HOLLY ABC BOARD

ABC Employees

1. How many employees does your ABC system have? full-time 1 part-time 8  
other \_\_\_\_\_

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME <u>Tammy L. Thomas</u>	TITLE <u>Store manager</u>
SALARY \$ <u>32,637.91</u> BONUS \$ <u>1,158.26</u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>9/19/05</u>	
<div style="text-align: center;">Merit</div>	
NAME <u>Jack P. Hendrix</u>	TITLE <u>Sales Associate</u>
SALARY \$ <u>13,653.64</u> BONUS \$ <u>544.00</u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>9/19/05</u>	
<div style="text-align: center;">Paid Time off</div>	
NAME <u>Von L. Bagwell</u>	TITLE <u>Sales Associate</u>
SALARY \$ <u>9,965.91</u> BONUS \$ <u>145.79</u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>8/25/08</u>	
<div style="text-align: center;">Paid Time off</div>	
NAME <u>Barbara A McNeil</u>	TITLE <u>Sales Associate</u>
SALARY \$ <u>9,373.15</u> BONUS \$ <u>169.77</u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>4/16/08</u>	No Longer employed
<div style="text-align: center;">Paid Time off</div>	
NAME <u>Sidna K. Marchant</u>	TITLE <u>Sales Associate</u>
SALARY \$ <u>6,567.55</u> BONUS \$ <u>0</u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>8/6/08</u>	No Longer employed
<div style="text-align: center;">Not employed 1 yr</div>	

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME <u>Tammy L. Thomas</u>	TITLE <u>Store Manager</u>
SALARY \$ <u>31,491.01</u> BONUS \$ <u>486.72</u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>9/19/05</u>	
<div style="text-align: center;">Merit</div>	
NAME <u>Jack P. Hendrix</u>	TITLE <u>Sales Associate</u>
SALARY \$ <u>14,420.49</u> BONUS \$ <u>135.41</u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>9/19/05</u>	
<div style="text-align: center;">Paid Time off</div>	
NAME <u>James M. Adams</u>	TITLE <u>Sales Associate</u>
SALARY \$ <u>9,779.38</u> BONUS \$ <u>52.99</u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>6/28/06</u>	No Longer employed
<div style="text-align: center;">Merit</div>	
NAME <u>Alice T. McCarthy</u>	TITLE <u>Sales Associate</u>
SALARY \$ <u>9,578.31</u> BONUS \$ <u>0</u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>10/17/07</u>	No Longer employed
<div style="text-align: center;">Merit</div>	
NAME <u>Shelia McCurry</u>	TITLE <u>Sales Associate</u>
SALARY \$ <u>6,361.42</u> BONUS \$ <u>101.81</u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>12/16/06</u>	
<div style="text-align: center;">Merit</div>	

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME <u>Tammy L. Thomas</u>	TITLE <u>Store Manager</u>
SALARY \$ <u>24,235.47</u> BONUS \$ <u>239.66</u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>9/19/05</u>	
<div style="text-align: center;">Merit</div>	
NAME <u>Mike Dickson</u>	TITLE <u>Store Manager</u>
SALARY \$ <u>15,757.00</u> BONUS \$ <u>301.40</u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>8/15/05</u>	
<div style="text-align: center;">Merit</div>	

Year Mike Dickson opened Cramerton Store -  
Tammy Thomas hired as Manager  
MT. HOLLY

NAME Cecil P. Smith Jr. TITLE Sales Associate <sup>No</sup> Longer  
 SALARY \$ 12,769.71 BONUS \$ 0 BENEFITS Yes No HIRE DATE 7/14/06 <sup>employed</sup>  
merit NOT 1 yr

NAME Jack P. Hendrix TITLE Sales Associate  
 SALARY \$ 13,881.87 BONUS \$ 0 BENEFITS Yes No HIRE DATE 9/19/05  
merit

NAME James M. Adams TITLE Sales Associate <sup>No</sup> Longer  
 SALARY \$ 7,527.30 BONUS \$ 0 BENEFITS Yes No HIRE DATE 6/28/06 <sup>employed</sup>  
merit

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Carlton Brumme, Kathy Drumm, Janice McRorie  
All Recieve \$ 100.00 Per Month

Fiscal Year 2008

Same AS 2009

Fiscal Year 2007

Same AS 2009

5. Do your board members receive insurance or retirement benefits? Yes No ☒ If yes, what are they? \_\_\_\_\_

6. Do your board members receive other compensation for their service Yes No ☒ If so, what? \_\_\_\_\_

7. Do you have a travel policy for board members/employees? Yes ☒ No \_\_\_\_\_ If yes, when was it instituted? \_\_\_\_\_ Please attach a copy. Same AS Gastonia

8. Do you have an ethics policy in place for board members/employees? Yes ☒ No \_\_\_\_\_ If yes, when was it instituted? \_\_\_\_\_ Please attach a copy. Same as Gastonia

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☒ No \_\_\_\_\_ Same as Gastonia

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes No ☒ Same as Gastonia

11. Do you have a nepotism policy in place for board members/employees? Yes ☒ No \_\_\_\_\_ If yes, when was it instituted? \_\_\_\_\_ Please attach a copy. we abide by rule Commission 2R.1008CB

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☒ No \_\_\_\_\_ If yes, when was it instituted? \_\_\_\_\_ Please attach a copy. Same as Gastonia

13. Do you pay a car allowance for board members/employees? Yes No ☒ If so, how much is it per year total and who receives it? \_\_\_\_\_

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? 0

Submitted by Name Carlton R. Brumme Title: CHAIRMAN Date: 12-01-2009

## LIST OF BENEFITS TOP 5 EMPLOYEES

1. Paid Health Insurance,Dental ,STD, paid time off ,  
paid Holidays.
2. Paid time off
3. Paid time off
4. 0
5. 0



### **MT.HOLLY ABC Board Statement of Ethics**

The MT.HOLLY ABC Board has adopted the following Code of Ethics in its commitment to serve the Citizens of MT.HOLLY in the execution of its responsibilities as ABC Board members:

- (1) The Board will obey and adhere to all laws and policies regarding its official actions taken as Board members.
- (2) The Board will uphold the integrity and independence of its office by making decisions that are based on the public good and not on its desires or considerations of special interest.
- (3) The Board will avoid impropriety in the exercising of its official duties in an effort to be "especially responsible citizens" who honor the public trust invested in it as it carries out its duties. The Board fully concurs that its official actions should be above reproach.
- (4) The Board will faithfully perform the duties of the office entrusted to it.
- (5) The Board will conduct its affairs in an open and public manner, including complying with all applicable laws governing open meetings and public records.

Duly adopted by the Board November 25, 2009 and written into minutes.

**MT.HOLLY ABC System Travel Policy – Adopted May 29, 1990**

It is the responsibility of each Board Member, Executive Director, and employee of the System to account for expenses incurred while traveling on ABC Business by providing proper receipts to document expenses in keeping with IRS rules and other policies and directives.

The ABC System will pay for transportation for Board members and employees only. Spouses' expenses will not be paid by the Board. If transportation is by personal vehicle, mileage driven will be paid at the rate per mile as allowed by the IRS standard business mileage rates.

The ABC System will pay for the Board member and eligible employee's registration fees and meals incurred while travelling on ABC business to state and national conventions or any other reasonable and necessary travel incurred while travelling to other locations in the course of conducting ABC business such as post office, bank, city offices, etc.

The System will pay for negotiated room rates (single or double occupancy) since these rates are the same whether one or more individuals occupy the room. Any upgrades must be at the expense of the individual and not the Board.

All authorization for travel must be preapproved by the Board of Directors in a regular monthly Board meeting and included in the minutes for that meeting. All other employee travel must be approved by the Executive Director (post office, daily bank deposits, etc.).

The System will reimburse all reasonable and customary expenses, including incidentals, incurred while participating in activities relating to MT.HOLLY ABC Board business. Receipts are required for expenses incurred such as, but not limited to, lodging, airfare, car rentals, telephone calls, meals, etc.

Upon completing a trip, each Board member or employee is responsible for filling out an expense report and must have it approved for reimbursement by the Chairman, Secretary, Treasurer, or Executive Director within 30-60 days of when the travel expenses were incurred. The System's standard expense forms will be used for this purpose.

Revisions: Feb. 28, 1996; Sept. 30, 1997; Sept. 23, 2009

(Reviewed and accepted Nov. 25, 2009)

**MT.HOLLY ABC System Gift Policy – adopted March 19, 1997**

**MT.HOLLY ABC System Gift Policy**

The MT.HOLLY ABC Board has issued the following gift policy statement that pertains to all MT.HOLLY ABC System employees and Board members.

No gifts of any sort are to be accepted by any employee or board member of the MT.HOLLY ABC System. This includes advertising novelties such as lighters, bottle or can openers, etc.

No ABC System employee or Board member can accept any money, services, equipment, furniture, fixtures or any other thing of value. A thing of value includes all of the above plus gratuity, favor, discount, entertainment, hospitality, loan, tickets or other items having monetary value. It includes services as well as gifts of training, transportation, local travel, lodgings, entertainment fees, and meals.

As an exception, we will allow modest hospitality provided by an industry member, organization, or association to all attendees as an integral part of the North Carolina Association of ABC Boards meetings or in conjunction with an NABCA conference.

In summary, it is the policy of the MT.HOLLY ABC System, and ABC Board, not to accept any gifts or things of value from industry.

(Reviewed and accepted as written by the Board Nov. 25, 2009)

### **MT.HOLLY ABC System's process of administering compensation for the System's employees**

Prior to the November meeting each year, the Director is asked to assemble information reflecting the following components:

- a- What other local boards are granting in wage increases if available.
- b- What the City of MT.HOLLY is granting in wage increases.
- c- What the rate of inflation is for the Southeastern region is for the most recent reporting period.
- d- Prepare a spread sheet reflecting the cost of a general wage increase is based on incremental units ie 1%, 1.5%, 2%, 2.5%, 3%, etc.
- e- Prepare a second spread sheet reflecting the cost of granting merit pay for performance using the same format listed above.
- f- Using this data, the Board grants a general and/or merit increase after considering the any single or combined increases on the System's cash flow and operating expense ratios.
- g- The value of doing increases this way, grants a general increase to offset the cost of living incurred by the System's employees but is a reoccurring expense which raises the employees compensation level when the same procedure is undertaken the next calendar year, therefore the merit component awards performance, but is a one-time payout which does not add to the base wages for the employee the next calendar year.
- h- The Board also does a review of its compensations ranges for each category of employment from time to time to make sure that the ranges are competitive for the local market and to avoid wage compression issues. The Board usually takes into consideration what the City of MT.HOLLY wages are as part of this review and information, if available, from other Boards of similar size.
- i- After setting compensation ranges for the System's employees (low to high), the Director is allowed to pay employees fairly within those ranges when a new hire comes on board based on qualifications, etc.
- j- All merit pay is granted based on the employee's annual review and a sliding scale.

(Instituted 1995)

(Reviewed and accepted by the Board Nov. 25, 2009)

Local ABC System  
Compensation and Benefits Survey  
Please Return on or before December 1, 2009  
To Laurie Lee, NC ABC Commission  
4307 Mail Service Center, Raleigh NC, 27699

NOV 30 2009

NC ABC COMMISSION

Name of ABC System Mount Pleasant 68

ABC Employees

1. How many employees does your ABC system have? full-time 3 part-time 0  
other \_\_\_\_\_

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 - June 30, 2009)

NAME Melvin A. Best TITLE Manager  
SALARY \$ 13,866.69 BONUS \$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 11/3/08

NAME Donald Eudy TITLE Manager - Retired  
SALARY \$ 13,866.56 BONUS \$ 400.00 BENEFITS Yes ☒ No ☐ HIRE DATE 3/17/97

NAME Christal T. Layton TITLE Asst. Manager  
SALARY \$ 17,067.62 BONUS \$ \_\_\_\_\_ BENEFITS Yes ☒ No ☐ HIRE DATE 8/20/07

NAME Donna G. Jones TITLE Clerk  
SALARY \$ 12,191.62 BONUS \$ \_\_\_\_\_ BENEFITS Yes ☒ No ☐ HIRE DATE 8/19/08

NAME Edward K. Walters TITLE Clerk  
SALARY \$ 3466.64 BONUS \$ \_\_\_\_\_ BENEFITS Yes ☒ No ☐ HIRE DATE 6/24/94

Fiscal Year 2008 (July 1, 2007 - June 30, 2008)

NAME Donald L. Eudy TITLE Manager  
SALARY \$ 20,799.84 BONUS \$ 500.00 BENEFITS Yes ☒ No ☐ HIRE DATE 3/17/97

NAME Edward K. Walters TITLE Asst. Manager  
SALARY \$ 20,799.84 BONUS \$ 500.00 BENEFITS Yes ☒ No ☐ HIRE DATE 6/24/94

NAME Christal T. Layton TITLE Clerk  
SALARY \$ 10,396.15 BONUS \$ \_\_\_\_\_ BENEFITS Yes ☒ No ☐ HIRE DATE 8/20/07

NAME Donna G. Jones TITLE Clerk  
SALARY \$ 1729.35 BONUS \$ \_\_\_\_\_ BENEFITS Yes ☐ No ☒ HIRE DATE 2/19/07

NAME Donald Scott Sr. TITLE Clerk  
SALARY \$ 890.95 BONUS \$ \_\_\_\_\_ BENEFITS Yes ☐ No ☒ HIRE DATE 2/14/07

Fiscal Year 2007 (July 1, 2006 - June 30, 2007)

NAME Donald L. Eudy TITLE Manager  
SALARY \$ 20,496.52 BONUS \$ 500.00 BENEFITS Yes ☒ No ☐ HIRE DATE 3/17/97

NAME Edward K. Walters TITLE Asst. Manager  
SALARY \$ 20,713.20 BONUS \$ 500.00 BENEFITS Yes ☒ No ☐ HIRE DATE 6/24/94

NAME Daniel E. Culp TITLE Clerk  
SALARY \$ 14,559.93 BONUS \$ 500.00 BENEFITS Yes ☒ No ☐ HIRE DATE 4/2/79

NAME \_\_\_\_\_ TITLE \_\_\_\_\_  
SALARY \$ \_\_\_\_\_ BONUS \$ \_\_\_\_\_ BENEFITS Yes ☐ No ☐ HIRE DATE \_\_\_\_\_

NAME \_\_\_\_\_ TITLE \_\_\_\_\_  
SALARY \$ \_\_\_\_\_ BONUS \$ \_\_\_\_\_ BENEFITS Yes ☐ No ☐ HIRE DATE \_\_\_\_\_

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Herman H. Watts, Chairman \$1960.00 / Lee A. Klutz \$1720.00  
Robert D. Barringer \$1720.00

Fiscal Year 2008

Herman H. Watts, Chairman \$1960.00 / Lee A. Klutz \$1720.00  
Robert D. Barringer \$1720.00

Fiscal Year 2007

Herman H. Watts, Chairman \$1960.00 / Lee A. Klutz \$1720.00  
Robert D. Barringer \$1720.00

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? \_\_\_\_\_

6. Do your board members receive other compensation for their service Yes ☐ No ☒ If so, what? \_\_\_\_\_

7. Do you have a travel policy for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? \_\_\_\_\_ Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? \_\_\_\_\_ Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☐ No ☒ NA

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No ☒ NA

11. Do you have a nepotism policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? \_\_\_\_\_ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☐ No ☒ If yes, when was it instituted? \_\_\_\_\_ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? \_\_\_\_\_

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? \$0.00

Submitted by Name Melinda Bort Title: Manager Date: 11/23/09

## Mt. Pleasant ABC Board Employee Benefits Summary

The following benefits are extend to fulltime employees only

1. Health, Dental and Vision Insurance
2. Vacation

6 Days after first year

8 Days after 2nd year

10 Days after 3<sup>rd</sup> year

12 Days after 4<sup>th</sup> year

12 Day maximum, no carry over

3. Sick Leave – 1 Day per month
4. Holidays

New Year's Day

Fourth of July

Labor Day

Thanksgiving Day

Christmas Day

Day after Christmas

Local ABC System  
Compensation and Benefits Survey  
Please Return on or before December 1, 2009  
To Laurie Lee, NC ABC Commission  
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System Murphy

ABC Employees

1. How many employees does your ABC system have? full-time 1 part-time 4  
other 0

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME Tammy Jones TITLE Asst. Manager / Clerk  
SALARY \$ 48,608.10 BONUS \$ — BENEFITS Yes ☒ No ☐ HIRE DATE 8-8-83

NAME Olivia Anderson TITLE Accountant - Manager Trainee  
SALARY \$ 35,941.27 BONUS \$ — BENEFITS Yes ☒ No ☐ HIRE DATE 1-21-02

NAME myra martin TITLE Clerk  
SALARY \$ 28,363.75 BONUS \$ — BENEFITS Yes ☒ No ☐ HIRE DATE 1-17-97

NAME Robert King TITLE Manager - Part-time  
SALARY \$ 27,182.00 BONUS \$ — BENEFITS Yes ☐ No ☒ HIRE DATE 9-14-80

NAME Jeremy O'Dell TITLE Clerk / Stock  
SALARY \$ 26,222.15 BONUS \$ — BENEFITS Yes ☐ No ☒ HIRE DATE 11-1-99

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME Tammy Jones TITLE Asst. Manager / Clerk  
SALARY \$ 46,603.00 BONUS \$ — BENEFITS Yes ☒ No ☐ HIRE DATE 8-8-83

NAME Olivia Anderson TITLE Accountant  
SALARY \$ 30,125.55 BONUS \$ — BENEFITS Yes ☒ No ☐ HIRE DATE 1-21-02

NAME Robert King TITLE Manager - Part-time  
SALARY \$ 27,182.00 BONUS \$ — BENEFITS Yes ☐ No ☒ HIRE DATE 9-14-80

NAME myra martin TITLE Clerk  
SALARY \$ 26,942.60 BONUS \$ — BENEFITS Yes ☐ No ☒ HIRE DATE 1-17-97

NAME Jeremy O'Dell TITLE Clerk / Stock  
SALARY \$ 24,925.63 BONUS \$ — BENEFITS Yes ☐ No ☒ HIRE DATE 11-1-99

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME Robert King TITLE Manager - (Part-time 10-31-06)  
SALARY \$ 46,303.00 BONUS \$ — BENEFITS Yes ☒ No ☐ HIRE DATE 9-14-80

NAME Tammy Jones TITLE Asst. Manager  
SALARY \$ 42,608.40 BONUS \$ — BENEFITS Yes ☒ No ☐ HIRE DATE 8-8-83



NAME Myra Martin TITLE Clerk  
 SALARY \$ 25,593.50 BONUS \$ — BENEFITS Yes ☒ No ☐ HIRE DATE 7-17-97

NAME Jeremy O'Dell TITLE Clerk / Stock  
 SALARY \$ 24,538.00 BONUS \$ — BENEFITS Yes ☒ No ☐ HIRE DATE 11-1-99

NAME Olivia Anderson TITLE Accountant (Part-time)  
 SALARY \$ 23,091.07 BONUS \$ — BENEFITS Yes ☒ No ☐ HIRE DATE 1-21-02

3. Please attach a list of the benefits you pay to your 5 highest paid employees.  
Medical, Dental & Vision Insurance, Vacation, Sick pay (See Attached)
4. List the names of your board members and their annual board compensation for Fiscal Year 2009
- |                        |              |
|------------------------|--------------|
| <u>William Forsyth</u> | <u>\$300</u> |
| <u>David Hilton</u>    | <u>\$300</u> |
| <u>James Jordan</u>    | <u>\$300</u> |
- Fiscal Year 2008
- |                        |              |
|------------------------|--------------|
| <u>William Forsyth</u> | <u>\$300</u> |
| <u>Ben Warner</u>      | <u>\$300</u> |
| <u>David Hilton</u>    | <u>\$300</u> |
- Fiscal Year 2007
- |                        |              |                   |              |
|------------------------|--------------|-------------------|--------------|
| <u>William Forsyth</u> | <u>\$300</u> | <u>Ben Warner</u> | <u>\$300</u> |
| <u>David Hilton</u>    | <u>\$300</u> |                   |              |
5. Do your board members receive insurance or retirement benefits? Yes ☒ No ☐ If yes, what are they? Insurance - David Hilton only at this time, the other 2 waived insurance - No Retirement.
6. Do your board members receive other compensation for their service Yes ☐ No ☒ If so, what? —
7. Do you have a travel policy for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 1982 Please attach a copy. Do not Travel Included
8. Do you have an ethics policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 1982 Please attach a copy.
9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☒ No ☐
10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No ☒
11. Do you have a nepotism policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 1982 Please attach a copy.
12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☒ No ☐ If yes, when was it instituted? — Please attach a copy. unwritten - Clerks start at \$250/hr
13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? —
14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? 0

Submitted by Name Olivia Anderson Title: Accountant Date: 11-23-09  
General Manager  
1-1-2010

# ***North Carolina Alcohol Beverage Control Board***

## **ABC POLICY AND PROCEDURE MANUAL**

### **Business Ethics and Conduct**

The successful business operation and reputation of ABC Board is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of ABC Board is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to ABC Board, its customers, and shareholders to act in a way that will merit the continued trust and confidence of the public.

ABC Board will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the Manager and, if necessary, with the Chairman of the Board for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every ABC Board employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

It is not ABC policy to prevent an employee from participating in a political party, attending a political meeting or enjoying the freedom from interference in casting his or her vote.

Board members and other personnel are prohibited from conducting any business other than official business on property controlled by the ABC system. This includes, but is not limited to, stores, board facilities and warehouses.

Salespersons may not contact store personnel to promote his or her product when the employee is off duty. ABC employees will be guilty of this infraction as well the salesperson.

The giving or receiving of liquor to or by Murphy ABC Board employees either directly or indirectly is forbidden.

Demotions or terminations may be made when necessary due to an employee's less than standard performance.

# ***North Carolina Alcohol Beverage Control Board***

## **ABC POLICY AND PROCEDURE MANUAL**

### **Personal Relationships in the Workplace**

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship. ABC Board also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

# ***North Carolina Alcohol Beverage Control Board***

## **ABC POLICY AND PROCEDURE MANUAL**

### **Overtime**

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

### **Business Travel Expenses**

ABC Board will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Manager or ABC Board Member(s).

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by ABC Board. Employees are expected to limit expenses to reasonable amounts.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 30 days. Reports should be accompanied by receipts for all individual expenses.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

# ***North Carolina Alcohol Beverage Control Board***

## **ABC POLICY AND PROCEDURE MANUAL**

### **Performance Evaluation**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations may be conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

### **Salary Administration**

The salary administration program at ABC Board was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, ABC Board is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. ABC Board periodically reviews its salary administration program and restructures it as necessary.

Employees should bring their pay-related questions or concerns to the attention of the manager, who is responsible for the fair administration of departmental pay practices.

An individual's pay is a personal and confidential matter. It is a violation of policy to discuss salary information among employees.

# ***North Carolina Alcohol Beverage Control Board***

## **ABC POLICY AND PROCEDURE MANUAL**

### **Employee Benefits**

Eligible employees at ABC Board are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee Manual.

The following benefit programs are available to eligible employees:

- \* Medical Insurance
- \* Dental Insurance
- \* Vision Insurance
- \* Aflac Supplemental Ins (paid by employee)
- \* 401(k) Savings Plan (employee contributions only)
- \* NC State Retirement
- \* Sick Leave Benefits
- \* Vacation Benefits
- \* Holidays
- \* Witness Duty Leave
- \* Military Leave

# ***North Carolina Alcohol Beverage Control Board***

## **ABC POLICY AND PROCEDURE MANUAL**

### **Vacation Benefits**

Vacation time off is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- \* Regular full-time employees

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

<u>Years of Completed Service</u>	<u>Vacation Days Earned</u>
1	1 Week
2-4	2 Weeks
5-9	3 Weeks
10 and over	4 Weeks

Vacation is intended to be a meaningful and relaxing break from your work. Using your vacation one day at a time is discouraged and does not accomplish the true purpose of vacation.

The vacation season begins January 1st and all employees must complete their vacations by October 31st. Employees will be allowed to receive pay for up to one half of their vacation days not taken by October 31st.

No vacations will be allowed prior to a holiday.

Vacation cannot be accumulated or carried forward. The minimum amount that can be taken is one day.

No vacation may be taken during your first calendar year.

Vacations are scheduled on a first-come, first-served basis, and your request is subject to approval by your manager.

Birthday Days are granted to all full-time employees at the rate of one day per year for the 12 hour shift and 2 days per year for the 8 hour shift after one full year of completed service.

# ***North Carolina Alcohol Beverage Control Board***

## **ABC POLICY AND PROCEDURE MANUAL**

### **Holidays**

ABC Board will grant holiday time off to all employees on the holidays listed below:

- \* New Year's Day (January 1)
- \* Memorial Day (last Monday in May)
- \* Independence Day (July 4)
- \* Labor Day (first Monday in September)
- \* Thanksgiving (fourth Thursday in November)
- \* Christmas (December 25)

ABC Board will grant paid holiday time off to all eligible employees who have completed 90 calendar days of service in an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- \* Regular full-time employees

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.



# ***North Carolina Alcohol Beverage Control Board***

## **ABC POLICY AND PROCEDURE MANUAL**


### **Workplace Etiquette**

ABC Board strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. ABC Board encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the work environment. Please contact the Manager if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines.

- \* Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- \* Try to minimize unscheduled interruptions of other employees while they are working.
- \* Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
- \* Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not be distracting to others.
- \* Refrain from using inappropriate language (swearing) that others may overhear.
- \* Clean up after yourself and do not leave behind waste or discarded papers.

### **Adoption & Revision of Employee Policies & Procedures Manual**

 The above and foregoing rules, regulations, policies and procedures were adopted by unanimous affirmative vote the 8<sup>th</sup> day of July 1982, and revised the 23<sup>rd</sup> day of April 1990, revised the 28<sup>th</sup> day of February 1994, revised the 25<sup>th</sup> day of March 1999 and revised this the 20<sup>th</sup> day of November 2006.

  
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Chairman of the Murphy ABC Board

  
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Member of the Murphy ABC Board